



Manager's Report

For Council Meeting June 10, 2003

FINANCE

Listed below are the new businesses licensed during this period:

Business Name

Avid Resources LLC
Benefit Solutions
Chester Engineers
Child Care Plus+
Creative Transformations
Foundation Home Inspections
Hair by Jennifer
Interphase Consulting LLC
Market Street Coffee
Medis Inc
Peter Lee DDS & Sue Moon DDS
Riverside Trustee Corporation
Segma Consulting LLC
Smith, Benita Lynn
Williams, Dan H

HUMAN RESOURCES

New Hires and Terminations for the Period May 24 through June 6, 2003

New Hires

None

Position

Department

Resignations

Stacey Chunko

Position

Accounting Associate I

Department

Finance

Rebecca D'Annunzio

Telecommunications Technician II

Police Communications

Terminations

None

Position

Department

PLANNING AND ZONING

MANAGER'S REPORT
DIVISION OF CURRENT PLANNING
PLAN REVIEW ACTIVITY*

* Does not include Division assignments other than plan review

PLANS REVIEWED DURING THE PERIOD OF:
MAY 20, 2003 – JUNE 2, 2003

Project Name	Project Type	Submission Number	<u>Proposal Description</u>
Stowers Public Improvements/Route 621	Final Development Plan	4 th	Construction of related public road improvements
Leesburg Fire Department Building Expansion	Request for a Certification of No Adverse Impact	2 nd	Construction of a building expansion
Paul Property	Boundary Line Adjustment	1 st	Boundary line adjustment between two lots
Leesburg Auto Finance Annex	Special Exception Referral	1 st	
Stowers Public Improvements/Route 621 Catherine B. Stowers RPA-587	Easement Plat	3 rd	Creation of easements associated with public improvements
7 Union Street	Minor Subdivision Plat	1 st	Subdivision of a lot into 2 lots
Stowers Public Improvements/Route 621 (Town of Leesburg)	Boundary Line Adjustment Plat	3 rd	Boundary line adjustment for ROW road improvements related to construction for single family detached residential subdivision
Paul Property	Boundary Line Adjustment	2 nd	Boundary line adjustment between two lots
Georgetown Mews, Lot 7	Minor Subdivision Plat	Signature Sets	Subdivision to divide an existing lot into two lots
Catoctin Circle Trail	Capital Improvements Plan	3 rd	Trail construction along a portion of Catoctin Circle
Leesburg Plaza Office Building	Revision to an Approved Preliminary/Final Development Plan	1 st	Relocation of a dumpster pad
Edwards Landing, Phase 3	Revised Landscaping Plan	1 st	Reforestation plan
Edwards Landing Recreation Center	Revision to Approved Final Development Plan	2 nd	Landscape revisions to an approved 4,048 square foot recreation center (pool, clubhouse, tennis court and tot lot)

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF:
MAY 20, 2003 – JUNE 2, 2003

Project Name	Project Type	Submission Number	Proposal Description
Leesburg Park Tractor Supply	Request for Revised Approved Development Plan	1 st	Expansion of outdoor sales/display area
Edwards Landing Recreation Center	Revised Approved Final Development Plan	2 nd	Creating larger earthen berm along Battlefield Parkway

Stowers Public Improvements/Route 621 Catherine B. Stowers RPA-587	Easement Plat	3 rd	Creation of easements associated with pubic improvements
Georgetown Mews, Lot 7	Minor Subdivision Plat	Signature Sets	Subdivision to divide an existing lot into two lots
Paul Property	Boundary Line Adjustment	2 nd	Boundary line adjustment between two lots
Airport Commerce Park	Rezoning referral	1 st	
Beeler Subdivision	Construction Drawings	Signature Sets	
Beeler Subdivision	Final Subdivision Plat	Signature Sets	
Edwards Landing, Phase 3	Revised Landscaping Plan	1 st	Reforestation plan
J. Lupton Simpson Middle School	Variation Request	1 st	Request to waive requirement to construct frontage improvements along certain streets
Edwards Landing, Phase 1	Revised Approved Construction Drawings	1 st	
Stowers Public Improvements/Route 621 Richmond American Homes of VA RPA-570	ROW & Easement Plat	3 rd	Creation of easements associated with pubic improvements
Stowers Public Improvements/Route 621 Washington-Virginia Traditional Development Sites, Inc. RPA-569	ROW & Easement Plat	3 rd	Creation of easements associated with pubic improvements
Tavistock Farms Goddard Daycare	Revised Approved P/F Development Plan	1 st	
Loudoun County High School Revisions to Parking Lot Lighting	No Adverse Impact Plan	1 st	
Kincaid Forest, Section 4C	Revised Approved Construction Drawings	2 nd	
Edwards Landing, Phase 4	Revised Approved Construction Drawings	1 st	Creating larger earthen berm along Battlefield Parkway

ZONING DEPARTMENT

Special Exceptions

SE 2002-08: Holy Trinity Lutheran Church - Located at 605 W. Market Street, this application is for the expansion of the chapel area and childcare center area. The Planning Commission voted to recommend approval at its April 17, 2003 meeting. A public hearing was scheduled for the Town Council's May 28, 2003 meeting. However, due to applicant's failure to notify adjacent property owners as required, the public hearing was postponed to the June 24th meeting.

SE 2002-09: Mobil Service Station - Located at 615 E. Market Street, this application is for the relocation of the vacuum and air pump and the installation of two additional gas pumps. The application was withdrawn at the applicant's request, as of May 29, 2003.

SE 2002-07: Star Pontiac, Buick & GMC - Located at 326 E. Market Street. The application is for an expansion of the existing office and sales areas as well as an increase in the number of service bays. The applicant is in the process of making revisions to the special exception plan. All public meetings will soon be rescheduled.

SE 2002-05: South Street Day Care and the Park, 818 S. King St. The application is for a child care center (which would be part of a larger shopping center development) for up to 198 children. The Planning Commission declined to vote on a recommendation at the April 3, 2003 meeting, and voted to recommend approval, at its April 17, 2003 meeting. A public hearing was held at the Town Council's May 28, 2003 meeting and a vote is anticipated at its June 10th meeting.

SE 2002-12: KFC/A&W. This application is for a fast food restaurant with drive-thru windows. This would be located off of Edwards Ferry Road, across from the existing Sheetz (site of the previously proposed SE for a Tires Plus). The Planning Commission preview was held at the April 3, 2003 meeting and the public hearing was scheduled for April 17, 2003. At this meeting, at the applicant's request, the Planning Commission voted to postpone the public hearing to a future date. This date was not specified.

SE 2003-02: Leesburg Auto Finance Annex - Located at 310 Parker Court, this application is for a vehicle sales, service and storage facility use. A public hearing before the Planning Commission is scheduled for July 3, 2003.

Rezoning

Stratford Concept Plan, Proffer Amendment, and Town Plan Amendment: Reactivation of ZM 159 to study and revise the commercial section of the concept plan. A Planning Commission preview was held on April 18th and the Public Hearing was held on May 2, 2002. The Planning Commission held worksessions on May 9th and May 23rd and has scheduled a site visit and worksession for June 17, 2002. The Planning Commission voted to recommend denial on June 20, 2002. A public hearing before the Town Council took place February 11, 2003. The application was last discussed at the April 21, 2003 Town Council worksession. Staff received revised plans on May 5, 2003. The plans are currently under review and are scheduled for discussion at the June 9, 2003 Town Council worksession.

ASE/Airport Commerce Park - Concept Plan/Proffer Amendment: The applicant is seeking to amend rezoning #ZM-80 to amend the concept development plan and proffer statement to permit the reconfiguration of the internal roadway and lots. Staff received revised plans on May 16, 2003. The plans are currently under review. No public meetings are scheduled at this time.

ZM 2002-05 & SE 2002-11 Misty Ridge Rezoning and Special Exception: Located on the east side of Sycolin Road across from the Stratford planned development, the applicant (D.R. Horton Company) is seeking to rezoning 7.9 acres from R-1 to R-4, and to receive a special exception to permit a residential cluster allowing 17 single family detached residential units on the property. Staff received revised plans on May 30, 2003. The plans are currently under review. No public meetings are scheduled at this time.

ZONING PERMITS ISSUED 03-715 – 03-790

Zoning Permits Issued New Residential

Stratford 2 Duplex @ \$75,000

Edwards Landing 5 SFA @ \$45,000 11 SFA @ \$100,000

Kincaid Forest 4 SFD @ \$100,000
Hamlet @ Leesburg 8 SFD @ \$120,000
Potomac Crossing 1 SFD @ \$105,000

Zoning Permits Issued Commercial

1093 Edwards Landing RD NE tenant fit-in Dance Studio Battlefield Shop Ctr. @ \$6,800.00
1095 Edwards Landing RD NE tenant fit-in Karate Studio Battlefield Shop. Ctr. @ \$12,200
241 Fort Evans RD NE tenant fit-in In Touch Wireless- Leesburg Cr. @ \$15,000
15 Loudoun St Interior Renovations-comm
803 Sycolin RD SE Interior Fit-up office Park Center 1 @ \$2,006.00
Kincaid Forest North of Sweet William CT Installation of a pole mounted antenna –Town of Leesburg Utilities Dept.
1001 Sycolin RD Demolition of Airport Hanger Town of Leesburg Airport
323 Plaza St NE Loudoun Co. Public School Enclose an existing Library
501 Tavistock DR SE Loudoun Co. Public School Enclose an existing Library
215 Loudoun ST SW Interior Fit-up Leesburg Vol. Fire Co. @ \$5000.00

Occupancy Permits Issued Residential

Stratford 3 SFA 6 SFD
Stowers 4 SFD
Tavistock Farms 3 SFA
Kincaid Forest 1 SFA
Edwards Landing 1 SFD
Potomac Crossing 1 SFD

Occupancy Permits Issued Commercial

None issued.

WATER & SEWER ADMINISTRATION

During this time frame there were 49 Public Facility Permits issued totaling \$448,472.00,
23 work orders issued for meter sets and 23 requests for occupancy inspection were issued.

Capital Projects Update

- Sewer System Improvements – Cardinal Park and Phase II project have been completed. Contractor is performing punch list work.
- During this period, four plans were received for review within the service area, and three requests were processed for water and sewer system modeling.
- Design workshops for expansion of the Water Treatment Plant and Water Pollution Control Plant (WPCP) are in progress and proceeding according to schedule. The WPCP will also require a special exception.
- The preliminary building layout plan has been received for the Utility Lines Division (ULD) maintenance facility and reviewed. The plan will require special exception approval and will soon be forwarded to planning department. The final selection of site layout has been fine-tuned and the engineer is proceeding with the final design
- The meter change out program is proceeding in accordance with the anticipated schedule. To date 4,000 meters have been replaced. The total numbers of meters to be installed is 12,000.
- The tank site acquisition process continues. We are still waiting to schedule a meeting with potential new purchasers of land where Main Zone No. 2 will be located. We have also set up a meeting with Loudoun County to discuss a potential tank site in Route 643 zone near the airport.

- Preliminary plans for Woodlea Mini-Pressure Zone and report on water service to Leeland Heights residents are expected this week.

UTILITY LINES DIVISION

Training:

- H. Gallahan, S. Melnikoff and M. Osman attended AWWA training in VA Beach.
- Held safety training covering Book #5 (Highway Safety).

Installations made during this period:

- Install new hot water line at WPCF.
- Install new vent pipe on A.R.V. on Fairview Drive.
- Install new sewer lateral at Izaak Walton and abandon septic tank.
- Install new sample station on Hope Parkway (Stratford).

Routine items include:

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging.

Summary Programs

- New connections to town utility system: 32
- Total number of water leak repairs: 2
- Responded to 564 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of June 6, 2003

Department	# Vacs	Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Town Mgr	1	Asst to the Town Manager	7/1/03	√	√				
Econ Dev	1	Admin Associate II	3/9/01	√	√	On hold*			
Eng & PW	1	Senior Engineer	7/1/02	√	√	Frozen**			
	1	Equipment Operator	3/18/03	√	√	√	√		
	1	Maintenance Worker I	5/27/03	√	√				
Finance	1	Parking Booth Attendant	5/19/03	√	√				
P&Z	1	Chief of Comp Planning	4/1/03	√	√	√	√	√	√
	1	Senior Planner	7/1/02	√	√	√	√	√	
	1	Senior Planner	7/1/02	√	√	√	√		
	1	Planner	7/1/02	√	√	√	Frozen**		
	1	Planning Assistant	2/10/03	√	√				
Police	1	Admin Assoc II	12/1/02	√	√	Frozen**			
	1	Police Officer	3/20/03	√	√	√			
Util Admin	1	Senior Engineer	7/1/02	*On hold					
	1	Utility Compliance Officer	1/2/03	√	√	√	√	√	√
WPCF	1	Equipment Operator	4/9/03	√	√				
TOTAL	15								

*On hold = Department is not actively recruiting this position.

**Frozen = For budgetary reasons, Department has identified this position to remain vacant for the rest of the fiscal year.

Philip L. Rodenberg for Robert S. Noe, Jr.